

October 2, 2003

TO: Abbott Early Childhood Education Supervisors

FROM: Ellen Frede, Ph.D., Assistant to the Commissioner
Office of Early Childhood Education

SUBJECT: Community Provider Review Examinations

Attached please find a set of guidelines for the selection of community providers for review examinations. These guidelines describe the circumstances under which a community provider may be asked to submit to a review of his/her program by the Department of Education's Office of Compliance and Investigations. In addition, direction is given to districts on their role in this process, especially in the case where a district chooses to recommend a provider for review. Please familiarize yourself with these guidelines and contact our office with any questions or concerns at (609) 777-2074.

EF/kg/k:\Individual Staff Folders\Karin\Review Examinations Memo.doc

Attachment

c: Tonya Hall-Coston
Kathleen Priestley
Karin Garver

Guidance on Community Provider Review Examinations Selection

- The Office of Compliance and Investigations will conduct approximately 75-100 limited review examinations of contracted community provider programs including Head Start across all 30 Abbott districts.

- Providers will be selected for audit if they:
 - 1) Are removed from the CACFP for fiscal mismanagement for which DOE will be notified by Dept. of Agriculture correspondence;
 - 2) Violate contractual obligations to the districts such as failure to submit quarterly budget statements or other important documentation (e.g. teacher certification records, proof of insurance) based on district notification;
 - 3) Evidence of fiscal difficulties (e.g. reports of failure to pay rent or salaries) based on district notification;
 - 4) Are nominated by the district with supporting evidence of potential fiscal issues.
- Districts must submit their nomination for community provider investigation in writing to their OECE liaison, identifying the name and contact information of the provider and a brief summary of the cause for selection.
- The OECE liaison will forward this information to the Office of Compliance and Investigations for follow-up.
- Upon conclusion of the investigation, the Office of Compliance and Investigations will share the report with the Office of Early Childhood Education. The district liaison will prepare a report and forward recommendations to the Assistant to the Commissioner for Early Childhood Education for review.
- The district liaison will draft a memo outlining DOE recommendations to the EC Supervisor along with a copy of the report.
- The district will submit their decision(s) to the DOE, with either a corrective action plan for the community provider or a request to terminate the contract. The corrective action plan may include the mandate of a full audit of the provider, at the provider's expense, using an auditor from a district approved list.